DOCUMENT RESUME

ED 251 078 IR 050 900

TITLE Managerial and Technical Specialists. SPEC Kit 20.
INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE 78
NOTE 80p.
PUB TYPE Collected Works - General (020) -- Reports - Research/Technical (143)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Academic Libraries: Administrators; Higher Education; *Library Personnel; Library Surveys; Library Technicians; *Occupational Information; *Personnel Directors; *Research Libraries; *Specialists

ABSTRACT

This kit is compiled from documentation received as a result of a 1975 Association of Research Libraries (ARL) survey on the use of specialists in member libraries; updated materials gathered in 1978 are included. Survey data from 64 ARL members indicate wide utilization of various managerial and technical specialists. Of these, personnel librarians appear as the most frequent category among responding institutions (72%). Systems analysts and either budget officers, planning officers, or planning/budget officers are found in more than half the responding libraries. Computer programmers, audiovisual specialists, and staff development officers are reportedly employed less frequently in ARL libraries. In addition to positions mentioned in the survey, binding/restoration specialists, curators of special collections, library editor/publicists, building projects managers, affirmative action coordinators, and photographic services specialists are found in some of the responding libraries. Documentation and survey results indicate that in almost all cases, a master's degree and experience in a job-related field are required for specialist positions. The kit includes 2 documents on classifications/career paths, 5 documents on business/planning positions, 5 on personnel positions, 10 on systems, analyst, and programmer positions, 2 on information specialist/publicist positions, and 5 on book repair/special collections/photoduplication positions. (THC)

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Managerial and Technical Specialists

Kit 20

Updated 1978

IR050900

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SPEC KIT EVALUATION

The materials in this Kit were collected from a survey of the member libraries of the Association of Research Libraries. They were selected for inclusion here because they are among the best examples received of current management practices in academic and research libraries.

These documents are working tools developed by individual libraries to meet their specific purposes. The materials are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead, these illustrations should stimulate further innovation and improvement in the management practices of academic and research libraries.

We will appreciate your evaluation of this Kit.

* * *

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MANAGERIAL AND TECHNICAL SPECIALISTS IN ARL LIBRARIES

The specialization of operations in academic libraries is a result of the increasing complexity of these institutions. The magnitude and diversity of library functions along with broadened administrative and legal requirements, innovations in technology, and budgetary constraints summon managerial and technical expertise supplementary to professional library skills already available. A state revises its budget process; the parent institution implements an affirmative action program; the staff training program is upgraded or a tie-in to a regional network is made -- innovations such as these often serve as an impetus to libraries for expanding personnel resources by employing or developing technical and managerial specialists.

Adding specialized personnel, however, introduces a range of problems and considerations related to the recruitment, placement, and classification of these employees. SPEC, considering some of these issues, conducted a survey in June, 1975 on the use of specialists in ARL member libraries. The data reported in this Flyer is a result of the surveys and documentation received from 64 ARL libraries. Further elaboration on this topic will be available through a forthcoming ARL Management Supplement, the result of a study conducted by Keith Cottam. Mr. Cottam, the recipient of a Council on Library Resources Fellowship, is working with the Office of Management Studies in carrying out his project.

Academic and research libraries indicate wide utilization of various managerial and technical specialists. Of these, personnel librarians appear as the most frequent category among responding institutions (72 percent of respondents). Systems analysts and either budget officers, planning officers, or planning/budget officers are found in more than half of the responding libraries. Computer programmers, audio-visual specialists and staff development officers are reportedly employed less frequently in ARL libraries, but in at least 20 percent of those libraries responding to the survey. In addition to positions mentioned in the survey, binding/restoration specialists, curators of special collections, library editor/publicists, building projects managers, affirmative action coordinators, and photographic services specialists are also found in some of the responding libraries.

Two options are usually followed in the recruitment of specialist personnel. Professional librarians with relevant skills and experience are frequently hired from within or without the library. In other instances, personnel with advanced training in a field of specialization and perhaps with some previous experience or training in library work, may also be appointed to library specialist positions.

Documentation and survey results indicate that in almost all cases, a Masters Degree and experience in a job-related field are required for specialist

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positions. The exception is generally made for computer programmers, of whom only a Bachelor of Arts or Associate Degree is demanded. Also, according to survey results, language specialists, planning/budget officers, and planning officers usually have M.L.S. Degrees, in addition to a Masters Degree in their area of specialization. Almost half of the responding libraries having systems analysts, require an M.L.S. of these specialists. No survey participants require an M.L.S. of accountants. Because many specialists serve in a coordinating and advisory capacity to top library management, job descriptions frequently demand a degree of previous experience related to the position -- this usually ranges from one to five years. Often experience must be in a supervisory capacity for a portion of that time.

Specialists may be classified within the library's professional librarian classification scheme, the parent institution's scheme, or the state's civil service classification scheme. Some trends do emerge, however, among particular types of specialists. Planning officers are most frequently classified within the professional librarian classification scheme as are systems analysts, and staff development officers. Computer programmers, budget officers, and accountants are more frequently classified within the parent institution's non-librarian classification scheme. Approximately the same percentage of survey participants classify personnel librarians within the library's scheme as those that classify them within the parent institution's scheme.

Specialist activity generally falls into two categories -- activity directly related to the field of speciality and that of an administrative nature. In some cases, specialists conduct field-related assignments within a specific department, while in 55 percent of the instances, specialized expertise is made available throughout the library, across organizational lines on a project, ad hoc, or emergency basis. The director of libraries frequently assigns projects to specialists and in some reported cases, other administrative personnel or task forces might identify issues needing specialist attention. In addition to field-related tasks, an intricate part of specialists' activities in many libraries involves close coordination with administrative personnel through periodic progress reports, recommended modifications to existing procedures, the conduct of special research projects, and the supervision and evaluation of subordinates. The extent of decision-making responsibility depends on the individual institution and the type of specialist.

Increasing the number of specialists among staff often imposes modifications in organizational structure and personnel relationships. Departmental and project designs are re-evaluated to afford greater flexibility in specialist utilization and to enable the library and parent institution to capitalize upon the expertise available. Clearer delineation and communication of specialist roles encourage other staff to seek the counsel of such personnel. At many libraries, the heightened need for specialists has led to the development of nonlibrarian career paths benefiting both the library and the individual specialists.

This kit is compiled from documentation received as a result of a SPEC survey on Specialists in 1975 and from updated materials gathered in the Fall of 1978. It includes; 2 documents on classifications/career paths, 5 documents on business/planning positions, 5 on personnel positions, 10 on systems analysts and programmer positions, 2 on information specialist/publicist positions and 5 on book repair/special collections/photoduplication positions. The 72 page kit is available for $7.50 to ARL members and SPEC subscribers and $15.00 for others, prepaid from: Office of Management Studies, ARL, 1527 New Hampshire Avenue, NW, Washington, DC 20036.

MANAGERIAL AND TECHNICAL SPECIALISTS

KIT # 20-SEPTEMBER 1975

UPDATED 1978

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*New Documents December 1978

Specialist Classification
THE NEW YORK PUBLIC LIBRARY

The "Specialist" series is hereby established to parallel the Librarian Series, beginning with Librarian I and conceivably extending through Librarian VI.

The Specialist classification shall be used when the work involved requires expertise not normally acquired in a graduate program for library science and where it is more practical for the Library to train in library functions than to teach the specialty. The areas of specialization will be determined by the form of materials or function performed, i.e. maps, prints, artifacts, photographs, archives, conservation, preservation and exhibitions. The title of the position shall identify the specialty: for example, Specialist II (Art and Artifacts) identifies a professional position to which is assigned responsibility for the care and maintenance of the collection of art and artifacts in the Schomburg Center for Research in Black Culture.

Requirements for the Specialist classification:

1. An accredited graduate degree in the specialty, or if no formalized academic graduate program in the area of specialization is offered, then a graduate degree in a related discipline or in library science, and

2. In addition to the graduate degree, in-depth knowledge of the specialty sufficient to identify the candidate as a "professional" in the field of specialization.

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ADMINISTRATIVE-PROFESSIONAL CAREER PATH INFORMATION

As a result of the Administrative-Professional Study, a delineation of major career paths for Administrative-Professional employees has been developed to further facilitate the process of internal promotion at Michigan State University. Career paths attempt to conceptualize some of the major or most common methods to proceed up a career-promotional ladder.

In the course of this study it has been assumed that if the characteristic duties and responsibilities of a given classification are performed efficiently, one could more readily take on the duties and responsibilities of the next higher classification in the series. Furthermore, an assumption has been made that educational and employment experiences are related to the ability to perform a given job; therefore, this experience tends to be cumulative as one proceeds up the career path.

The Administrative-Professional path information that is attached is not meant to be all-inclusive as it is entirely possible that a different path than the one shown can lead to the same goal. Those that are attached illustrate classifications which progress from the beginning level of the series to the most complex classification in that particular series.

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ADMINISTRATIVE-PROFESSIONAL CAREER PATHS

10 Auditor
12 Senior Auditor
17 Director Internal Audit

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12 Sergeant Protective Services
13 Lieutenant Protective Services
15 Police Commander
17 Director Public Safety

---

8 Safety Officer Sanitation
13 Supervisor Safety Services
17 Director Public Safety

---

10 Personnel Representative
12 Assistant Director Employment
14 Associate Director Personnel
17 Director Personnel

---

10 Personnel Representative
11 Compensation Analyst
12 Assistant Dir. Staff Benefits
13 Asst. Dir. Compensation & Evaluation
17 Dir. Employee Compensation & Benefits

---

12 Assistant Dir. Labor Relations
16 Director Labor Relations

---

9 Student Employment Officer
12 Asst. Director Student Employment
14 Associate Director Personnel
17 Director Personnel

---

9 Student Employment Officer
10 Placement Officer
12 Senior Placement Officer
14 Assistant Director Placement
17 Director Placement

---

9 Student Employment Officer
10 Placement Officer
12 Asst. Director Student Employment
14 Assistant Director Placement
17 Director Placement

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8 Landscape Engineer
9 Campus Land Planner
15 Asst. Dir. Campus Park & Planning

---

8 Administrative Secretary
10 Sr. Administrative Secretary
12 Sr. Administrative Assistant
14 Administrative Associate
16 Sr. Administrative Associate

---

8 Administrative Assistant I
10 Administrative Assistant II
12 Senior Administrative Assistant
14 Administrative Associate
16 Sr. Administrative Associate

---

11 Assistant Budget Officer
17 Budget Officer

---

8 Resident Forester
10 Senior Resident Forester

---

7 Res. Asst. Natural/Health Science
9 Sr. Res. Asst. Natural/Health Science
10 Supervisor Laboratory

---

9 Electron Microscopist
10 Senior Electron Microscopist

---

9 Chemical Spectroscopist
10 Senior Electron Microscopist

---

8 Supv. Computer Shift Operations
11 Asst. Mgr. Computer Lab/Operations
15 Mgr. Computer Lab/Operations

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9 Senior Programmer
10 Programmer Analyst
11 Systems Programmer
13 Mgr. Applications Programming

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9 Coordinator Overseas Study
13 Director Overseas Support Office

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9 Planetarium Program Assistant
11 Coordinator Planetarium Programs

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9 Traffic Safety Info. Officer
10 Coor. Women's Highway Safety Prog.
12 Highway Safety Consultant
13 Supv. Traffic Safety Information

---

7 Graphic Artist
10 Senior Graphic Artist

---

7 Graphic Artist
10 Supervisor Design Graphics

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7 Producer Radio I
10 Producer Radio II
11 Senior Producer Radio
13 Program Manager Radio Station
16 Manager Radio Station

---

7 Television/Film Director
9 Producer Director Television
10 Producer Televison
11 Senior Producer Television
14 Manager Television Program and Prod.
16 Manager Television Station

---

11 Assistant Chief Television Engineer
14 Chief Television Engineer

---

11 Instructional Developer TV
13 Mgr. Instructional Development Prod.

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8 Recorder
9 Asst. Registrar/Publications/Sched.
12 Asst. Registrar
13 Asst. Registrar/Research

9 Admissions Officer
10 Coordinator Orientation
11 Senior Admissions Officer
12 Assistant Director Transfer Admissions
13 Assistant Director Freshman Admissions
15 Director Admissions and Scholarships

---

8 Curatorial Assistant
11 Curator Historical Artifacts

---

8 Exhibit Preparator
11 Curator Historical Artifacts

---

10 Accountant
11 Senior Accountant
12 Assistant Chief Accountant
15 Chief Accountant
16 Assistant Comptroller
19 Comptroller

---

8 Supervisor Accounts Receivable
10 Asst. Manager Accounts Receivable
13 Manager Accounts Receivable
15 Chief Accountant
16 Assistant Comptroller
19 Comptroller

---

9 Payroll Assistant
10 Assistant Manager Payroll
13 Manager Payroll
16 Assistant Comptroller
19 Comptroller

---

10 Assistant Cashier
13 University Cashier
16 Assistant Comptroller
19 Comptroller

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8 Loan Collection Officer
12 Manager Loan Collection
13 Manager Accounts Receivable
15 Chief Accountant
16 Assistant Comptroller
19 Comptroller

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8 Asst. Mgr. Student Fees & Scholarships
12 Mgr. Student Fees & Scholarships
16 Assistant Comptroller
19 Comptroller

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13 Manager Voucher Audit
16 Assistant Comptroller
19 Comptroller

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9 Contract Administrator
12 Grant and Contract Administrator
14 Asst. Dir. Res. & Contract Admin.
17 Dir. Research & Contract Admin.

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8 Buyer I
10 Buyer II
11 Senior Buyer
13 Associate Purchasing Agent
15 Purchasing Agent
16 Asso. Dir. University Services
17 Director University Services

---

9 Asst. Mgr. Printing Service
12 Manager Printing Service
16 Asso. Dir. University Services
17 Dir. University Services

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13 Manager General Stores
16 Associate Director Univ. Services
17 Director University Services

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8 Programmer
9 Senior Programmer
10 Programmer Analyst
11 Systems Programmer
13 Lead Systems Programmer
16 Asst. Dir. Data Processing/Systems
18 Director Data Processing

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8 Programmer
9 Senior Programmer
10 Programmer Analyst
11 Systems Analyst
13 Lead Systems Analyst
16 Asst. Dir. Data Processing/Systems
18 Director Data Processing

8 Supervisor Computer Shift Operations
9 Asst. Manager Computer Facilities
11 Manager Computer Facilities
15 Asst. Dir. Data Processing/Operations
18 Director Data Processing

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9 Assistant Supv. Control & Scheduling
11 Supv. Control and Scheduling
15 Asst. Dir. Data Processing/Operations
18 Director Data Processing

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8 Asst. Supv. Data Processing/Operations
11 Supv. Data Processing/Operations
15 Asst. Dir. Data Processing/Operations
18 Director Data Processing

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9 Supervisor Service I
10 Supervisor Service II
11 Supervisor Service III
13 Senior Supervisor Service
14 Manager Service
15 Manager Maintenance & Utility Serv.
17 Associate Dir. Physical Plant
21 Director Physical Plant

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10 Engineer I
12 Engineer II
13 Engineer III
15 Senior Engineer
17 Associate Director Physical Plant
21 Director Physical Plant

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11 Analyst/Inspector
12 Project Inspector
14 Project Engineer
15 Manager Maintenance & Utility Serv.
17 Associate Dir. Physical Plant
21 Director Physical Plant

---

9 Supervisor Service I
10 Supervisor Service II
11 Supervisor Service III
13 Senior Supervisor Service
14 Manager Service
15 Asst. Dir. Campus Park & Planning

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8 Supervisor Food Service
10 Manager Food Service
11 Manager Food Service/Brody
13 Asst. Mgr. Food Serv./Kellogg Center
15 Coordinator Food Service
16 Mgr. Food Stores/Laundry
21 Director Auxiliary Services

---

8 Supervisor Food Service
10 Manager Food Service
11 Manager Food Service/Brody
13 Manager Residence Hall
14 Mgr. Brody Residence Halls
15 Asst. Dir. Residence Halls
16 Personnel & Training Administrator
18 Asso. Dir. Auxiliary Serv/Res. Halls
21 Director Auxiliary Services

---

8 Supervisor Food Service
10 Manager Food Service
11 Manager Crossroads Cafeteria
13 Asst. Mgr. Food Serv/Kellogg Center
15 Coordinator Food Service
16 Manager Food Stores/Laundry
21 Director Auxiliary Services

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8 Supervisor Food Service
10 Asst. Manager Union
14 Manager Union
16 Manager Kellogg Center
21 Director Auxiliary Services

---

8 Supervisor Food Service
10 Manager Food Service
11 Manager Food Service/Brody
13 Asst. Mgr. Food Serv/Kellogg Center
16 Manager Kellogg Center
21 Director Auxiliary Services

---

11 Assistant Manager Married Housing
15 Manager Married Housing

---

8 Buyer Bookstore
9 Assistant Manager Bookstore
13 Manager Bookstore

11 Assistant Director Alumni Relations
15 Associate Director Alumni Relations
17 Director Alumni Association

---

13 Assistant Dir. Development Projects
16 Associate Director Development
17 Director Alumni Association

---

9 Asst. Coordinator Volunteer Programs
11 Coordinator Volunteer Programs

---

9 Asst. Coordinator Volunteer Training
11 Coordinator Volunteer Programs

---

9 Student Services Assistant
11 Sr. Student Services Assistant
14 Assistant Coordinator Advisory Staff
17 Coordinator Advisory Staff

---

9 Financial Aids Advisor
11 Assistant Director Financial Aids
13 Associate Director Financial Aids
16 Director Financial Aids

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7 Staff Nurse
9 Nurse Clinician
10 Senior Nurse Clinician
12 Director Nursing Health Center

---

12 Staff Pharmacist
13 Chief Pharmacist

---

7 Medical Technologist
10 Supervisor Laboratory

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11 Coordinator Minority/Women Training
14 Director Minority/Women Programs

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8 Assistant Editor
11 Associate Editor
13 Editor
15 Manager Publications

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8 Assistant Editor
11 Associate Editor
13 Editor
15 Manager News Bureau

---

8 Assistant Editor
11 Associate Editor
13 Editor
15 Manager Agriculture Information

007

Position Description

Title of Position: Manager, Business Operations - Library

Classification: Staff Exempt

Department: University Libraries

Function of Position:

Responsible to the Dean of Libraries for business and financial aspects of library operations, including the preparation of annual budgets, budget planning, fiscal studies and projections, the collection of statistical information, responses to questionnaires and the control of budgets and other funds administered by the Dean.

Principal Duties and Responsibilities:

1. Responsible for the preparation of the annual operating budgets of the library, including recommendations for reallocation of funds and the preparation of budget submissions.

2. Responsible for the preparation each year of confidential financial documents such as salary increase recommendations.

3. Establish and maintain close liaison with the Financial Officer, Office of the Provost and coordinate the submission of financial documents, prepared as above, through that office.

4. Coordinate related activities between Accounting, Systems Development, Acquisitions and other Library departments as necessary.

5. Recommend to Dean and Library Administration the most efficient allocation and use of funds; prepare and distribute the necessary information to staff; assist with budget problems.

6. Maintain continuous control, personally and by delegation, of library budgets and special funds throughout the fiscal year.

7. Responsible for ensuring that department budgets do not become overdrawn, with particular attention to allotment and wage expenditures.

8. Initiate and control payroll records.

9. Establish review and maintain with the Accountant policies for handling the business operations of the library, including cash-r[illegible] reports, petty-cash, sales of publications, photoduplication rece[illegible]e.

10. Coordinate purchases of supplies and equipment; counsel and advise administration on procedures relating to purchases and other financial matters.

11. Coordinate and assist in contract negotiations; provide fiscal review and ensure adherence to University procedures; prepare documents for submission to the appropriate University officer; contact Federal and State Agencies as required.

12. As part of planning and research team, under the general coordination of the Associate Director, prepare financial projections and analyses of proposals; initiate and undertake comparative studies as needed, e.g., salaries, book expenditures, etc., from other libraries.

13. Prepare, collect and coordinate statistics for the libraries, prepare annual statistics for annual report and all other reports as required; e.g., HEGIS, Associate Research Libraries, Special State requirements, Office of Education; prepare insurance reports, and ensure reliability of data submitted to the University and other agencies for planning, research and other purposes; coordinate responses to questionnaires.

14. Review, in coordination with Personnel Librarian, special requests for travel and research grant applications; work with appropriate library staff in preparation of proposals.

15. Responsible for the supervision of Accounting, Building Services, and the Receiving Room operation.

16. Administer contractual services, e.g., coin-operated photocopying.

17. Perform other duties as assigned.

Supervision:

Under general direction, employee determines own work assignments and work is performed independently toward general results. May initiate broad programs under general direction, initiate adjustments to new areas of responsibility within the position. Supervise Accounting, Building Services and Receiving Room operations.

Minimum Qualifications:

A Bachelor's degree in accounting plus over four to seven years of effective experience. Must have familiarity with contracts and grants.

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JOB SPECIFICATION

ADMINISTRATIVE SPECIALIST III

NATURE OF WORK

This is executive and professional work in university administration.

Work involves serving as executive assistant to a vice-chancellor or an assistant director of a highly complex research center. Duties include supervising and carrying out top-level activities of an assigned unit, coordinating the managerial activities of a group of schools and institutions, and developing programs of an educational, research, and consulting nature. General administrative direction is received from a university officer or service director. Supervision is exercised over professional, technical, and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK

Advises schools and departments of fiscal management systems, techniques, and policies; advises on preparation of research grant applications and expenditures reports.

Develops and plans methods of improving business operations in schools and services.

Coordinates administrative action and managerial problem solving in groups of schools and organizations; reviews all management systems and procedures to assure that personnel, purchasing, budget, building maintenance, and new building planning and construction activities are carried out in accordance with the policies, principles, and procedures of the University.

Serves as administrative officer and project director over research and special programs; serves as executive secretary to a number of boards and councils.

Oversees carrying out of highly technical services such as central data processing; plans and supervises the preparation of project proposals; serves as a consultant in technical areas of management.

Carries out research on special problems as directed; prepares complex reports and analyses.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable management experience at the professional and supervisory level; graduation from a four-year college or university supplemented by course work equivalent to a master's degree in business, public, or educational administration, or a related field; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Through knowledge of university organization and operations.

Through knowledge of research methods, techniques, and project administration.

Through knowledge of management principles, concepts, and techniques, and their practical application.

Considerable knowledge of computer operations, accounting, and budgeting.

Ability to plan, lay out, and direct major and complex projects involving top-level educational, management, and diplomatic personnel.

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A. JOB RESPONSIBILITIES:

I. Assistant to the Director - University Libraries

This position reports as a staff function to the Director, University Libraries. The principal job responsibilities for this position are providing Administration and Fiscal Control for the University Libraries.

B. DUTIES:

1. Fiscal Functions

a. Consults with and assists the Director as pertains to financial planning, policies and implementation of financial procedures for the University Libraries.
b. In consultation with the Director and, where applicable, with the Budget Committee for Libraries develops and supervises the preparation of the annual operating budgets in compliance with the University Budget and Planning Office directives.
c. Design, implement, and supervise systems for the maintenance of complete and accurate records of the fiscal accounts for the University Libraries and the reconciliation of these records with the Comptroller's Office.
d. Directly monitors and controls the expenditures of the Library's funds, both restricted and non-restricted, to assure compliance with budget limitations and to insure the reasonableness of expenditures.
e. Supervises the Library's Accounts Payable function for the acquisition of library materials (books) by the University Libraries.
f. Supervises the development, preparation and distribution of regularly scheduled financial operating statements and assists individuals on the staff with financial policies and procedures as concerns their particular areas of responsibility.
g. Prepares special studies and reports as requested by the Director of Libraries and the Budget Committee for Libraries and as operating needs dictate.
h. Coordinates the preparation of the financial portion of research proposals for the Libraries.

2. Administrative Functions

a. Supervises the Staff Services function which includes:

(1) Centralization of the control for all personnal administration and functions including payroll and distribution of paychecks.
(2) Providing the liaison and coordination with the University's Provost's Office, the Student Employment Office, and the University Personnel Office for faculty, non-faculty and student employees.
(3) Formulating and recommending personnel policy to the Director of Libraries and implementing approved personnel policies and procedures.
(4) Maintaining a system of employee personnel records.
(5) Formulation and administration of the Library's Affirmative Action Program and coordinating it with the University Affirmative Action Office.

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(6) Providing salary administration within the Library.
(7) Providing guidance and responses to questions by employees concerning their individual personnel matters.
(8) Recommendation, implementation and coordination of staff development plans and training programs.

b. Purchasing - (supplies, equipment and other operating expenses)

(1) Acts for the University Libraries in cooperation with the University Purchasing Office for the selection and procurement of supplies, services, and equipment with the exception of library materials (books) which are selected by bibliographers.
(2) Supervises the operation of the Library Supply Room and Mail Room for receipt, delivery and storing of all materials.
(3) Follow-up and expedite outstanding purchase orders.
(4) Obtains price quotations.
(5) Is responsible that all Library equipment is operating properly and where necessary procures maintenance contracts to assure proper operation and availability of the equipment.

c. Buildings

(1) Is responsible for liaison with the Physical Plant Division of the University to obtain the services required to meet the Libraries' standards for desirable building maintenance, renovation and alteration for both the Hillman Library building and the various departmental libraries.
(2) Space - coordinates the use of available space within Library facilities and liaison with the University's Space Planning Office for space requirements.

d. Security

(1) Arranges for the provision of the security necessary for the proper operation of the Library as concerns both personnel protection and library collections protection.

e. Photocopy Service

(1) Provides and supervises the operation of the photocopy facilities and services for Library patrons and for Library administrative operations including campus-wide coin-op photocopy service.

f. Procedures

(1) Initiates, coordinates and maintains the "Standard Library Administrative Procedures" Manual.

This work requires a background and knowledge of financial and administrative systems and controls, together with a high degree of familiarity with EDP techniques as well as general library operations. Must be able to communicate effectively, both orally and in writing, be competent and oriented to work and coordinate with top management and be able to effectively supervise others.

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It requires the ability to resolve problems and differences in fiscal and administrative matters at a management level by skillful formulation and implementation of policy. Also the ability to properly develop feasibility studies for use by the Director and/or a Budget Committee in formulating realistic operating decisions.

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NOTICE OF VACANCY University of Cincinnati

Position: Associate for Administrative Services

General Description: Responsible to Dean of Library Administration for Management of budget, personnel, physical plant and other administrative services, including management analysis and planning.

Responsibilities and Duties:

1. Conducts preliminary review and analysis of departmental budget requests and coordinates budget preparation activities.
2. Advises Director and other executive officers and administrative staff of the Libraries on the financial and budgetary implications of policies and programs being carried on or proposed to be carried on in the Library and in the University.
3. Outlines priorities in fiscal programs of the Library and proposes programs of activity to accomplish them.
4. Responsible for coordinating administrative planning and overall management analysis, e.g., design, development and application of measures for cost analysis; advising on library applications of modern management tools, input-output analysis, and cost-effectiveness analysis.
5. Assists departments in developing new systems and procedures and designs administrative and management information and control components; is responsible for design and development of necessary management reporting and information systems.
6. Coordinates all accounting, payroll and budget activities of the library system.
7. Coordinates the collection of library statistics and maintains statistical records.

Depending on experience and qualifications, the following additional responsibilities may be assigned at the discretion of the Dean:

8. Coordinates and facilitates personnel administration of the library system.
9. Responsible for equipment and supply purchases and inventory.
10. Responsible for management of physical plant.
11. Assists in the preparation of grant proposals, and facilitates their submission through University Channels.
12. Maintains close relations with appropriate University administrative departments.
13. Manages Office of the Dean of Library Administration.

Qualifications:

1. Graduate degree in business administration required. Knowledge of library functions desirable.
2. Business and management experience of 3 to 8 years most desirable; experience in a college or university management position (especially in a library situation) will be recognized.
3. Ability to relate well to a highly diverse staff and university community.
4. Ability to communicate clearly, orally and in writing.
5. Demonstrated professional development.

Date posted, September 23, 1975

Send resume to: Hal B. Schell, Dean of Library Administration
Main Library, University of Cincinnati
Cincinnati, Ohio 45221

The University of Cincinnati is an Affirmative Action/Equal Opportunity Employer.

INDIANA UNIVERSITY LIBRARIES
Bloomington, Indiana 47401

POSITION: Budget and Planning Officer

AVAILABLE: July 1, 1977

ENVIRONMENT: The Indiana University Library System has three major components, headed by the Dean of University Libraries: Indiana University-Purdue University at Indianapolis (IUPUI), the Regional Campuses at six locations over the state plus their Bloomington Technical Services and Reference Centers, and the several libraries on the Bloomington campus. IUPUI and the Regional Campus libraries collectively have 51 librarians and 73 support staff, while Bloomington employs 114 librarians and 164 support staff.

JOB DESCRIPTION: The Budget and Planning Officer holds a staff position reporting directly to the Dean of University Libraries, but also works with and through the Assistant Directors (Bloomington). Under the direction of the Dean she or he:

1) is responsible for the coordination and management of all budgetary activities
2) conducts preliminary analysis and review of budget requests
3) is responsible for budget preparation activities
4) oversees the financial management of library's operating expenditures
5) advises on fiscal implications of policies and programs currently in operation or proposed for adoption
6) advises on and coordinates long range planning efforts having fiscal bases
7) outlines and advises on priorities in fiscal programming and develops plans for the accomplishment of those priorities
8) assists in the preparation of library related grant proposals and facilitates their submission through appropriate channels; serves as an information channel for the entire library faculty in this matter
9) serves as liaison with appropriate offices within the University.

QUALIFICATIONS: A master's degree in library science from an accredited library school or its equivalent in professional credentials. (A combination of course work and experience in libraries and in business administration may also be considered.) A minimum of five years of library experience in increasingly responsible positions required. Experience in budgeting and fiscal management required. Ability to anticipate and advise on needed change; ability to prepare reports and recommendations for discussion and action; ability to work effectively with individuals at all levels of the library and the University.

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SALARY: Salary commersurate with qualifications and experience.

FRINGE BENEFITS: Vacation of 22 working days; liberal sick leave, Blue Cross/Blue Shield, major medical; group life insurance; TIAA/CREF annuity plan; library faculty rank and tenure (based on criteria of 1) performance, 2) professional development, research and/or creativity, 3) service.)

APPLY: Ann Bristow Beltran
Personnel Librarian
Indiana University Libraries
Bloomington, IN 47401

Telephone: (812) 337-3403

CLOSING DATE FOR APPLICATIONS: No earlier than June 30, 1977.

INDIANA UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

JOB SPECIFICATION

ACCOUNTANT I

NATURE OF WORK

This is professional accounting work following prescribed procedures and techniques in the performance of varied duties in fiscal control and reporting.

Work involves responsibility for the maintenance of various accounting records and may involve supervising or participating in the work of a unit engaged in bookkeeping and financial report preparation. Employees in this class may also assist higher level accountants with more complex accounting functions and problems. Supervision may be exercised over clerical personnel engaged in routine bookkeeping and clerical operations. Work is performed with some independence under the general direction of a supervisor. Work is verified by accounting checks and controls and reviewed for adherence to established procedures and standards.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares a variety of financial statements used to illustrate financial disbursements and balances.

Posts and maintains records of receipts and disbursements and prepares journal entries for numerous miscellaneous transactions.

Analyzes specific university accounts, in order to determine what action should be taken to correct or adjust improper charges or credits.

Supervises and participates in the work of a clerical unit engaged in various accounting activities.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from a four-year college or university, with major course work in accounting or business administration; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Knowledge of accounting principles and practices.

Some knowledge of modern office practices, procedures, methods, and equipment.

Ability to examine and verify financial documents and reports.

Ability to perform some original work in the development of accounting procedures and forms.

Ability to provide supervision to a clerical staff.

Ability to establish and maintain effective working relationships with officials, faculty, students, and other employees.

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LIST MAJOR JOB RESPONSIBILITIES AND DUTIES (Please number each)

Major Job Responsibilities: Manage and administer the Records Unit of the Administration and Fiscal Control Department of the University Libraries. This unit maintains controls over all fiscal activities , and must be able to account for all of the fiscal transactions of the University funds and the various restricted funds of the University libraries.

Job Duties:

1. Supervises one accounting clerk whose main function is to post and maintain purchase requisitions and service contracts for all operating expenses and equipment in a transaction register.

2. Supervises one invoice clerk whose main job duty is to process all Hillman library invoices and those initiated from the various departmental libraries.

3. Supervises all part-time student workers who aid in the payment of invoices etc.

4. Prepares a monthly fund analysis report for the library which encompasses 53 hard money cost centers and 25 restricted money accounts. This report is used as an administrative tool reflecting the total budget, expenses, commitments, and balance remaining for each account.

5. Initiates budget modification requests and maintains a "budget spread sheet" which is updated to record each change.

6. Maintains the deck of keypunched cards for all salaried library employees and adjusts this deck monthly with the influx of new personnel records or when any personnel record recquires modification. This card is keypunched personally because of its confidential nature. The deck is then processed on a computer. From this information salary projections are made for the remainder of the fiscal year.

7. Receives the Comptroller's salary distribution run every month and then reconciles this report with the Library salary records.

8. Engages in special projects upon request of the management staff.

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JOB RESPONSIBILITIES AND DUTIES

9. Assists invoice clerk in processing invoices for payment and aids in the reconciliation of the book accounts and restricted ones.

10. Reconciles the Libraries' operating expense with the Comptroller's Level I monthly report and the libraries' data run. Makes all necessary adjustments so that the internal accounting system balances with the external system.

11. Distributes the fund analysis report to the management staff, and must be prepared to answer any questions they may pose. This report must balance with the comptroller's Level I and also must reflect those totals recorded in the unit's transaction register.

12. Posts individual salaries to the Library payroll control register which is maintained by account number. This is then keypunched on a Computer terminal, and a salary report is generated and included in the fund analysis report.

13. Corresponds with vendors in an effort to resolve those invoices with delinquent status

14. Assists in the design and implementation of data processing systems to be used in the maintenance of library fiscal records.

15. Aids the accounting clerk in obtaining cancelled checks as proof of payment for problem invoices.

16. Maintains separate file room for the storage of the libraries' fiscal records and assists in the filing of current invoices.

Number and Title of those supervised by employee:

1 Accounting Clerk
1 Invoice Clerk
5 Part-time Students

019

Machines or equipment used regularly in position: Ten-key adding machines, keypunch, [illegible]

ASSISTANT DIRECTOR FOR ADMINISTRATION

CASE WESTERN RESERVE UNIVERSITY
LIBRARIES

POSITION DESCRIPTION

GENERAL:

As chief staff assistant to the Director, is responsible for the following functions:

1. Recruiting, selection and administration of all Category 2 and 3 personnel.

2. Budget preparation/implementation for assigned account codes.

3. Coordination of student assistant, graduate assistant and library trainee programs.

4. Effective liaison with other University departments in matters of personnel, purchasing, insurance, maintenance and construction.

5. Supplies and purchasing.

SPECIFIC:

A. PERSONNEL:

1. Review applications for Category 2 and 3 positions. Screen for qualifications. Interview if applicant has qualifications suitable for one or more positions.

2. Confer with appropriate supervisor to agree on suitable applicant. Discuss employment with applicant. Correlate all hiring actions with University Personnel (UP).

3. Advise and assist supervisors on such matters as:

   a. Merit increases (maintains merit increase control ledger).
   b. Evaluation
   c. Discipline
   d. Job Analyses
   e. Procedures Manuals
   f. Selection for employment

4. Monitors supervisors' personnel actions. Takes corrective action when indicated. Keeps Director advised.

5. Develops and promotes staff developments as assigned by Director. Coordinates with other University departments as necessary.

6. Supervises maintenance of personnel records

   a. Job Analyses and Position Descriptions
   b. Absence records (illness, vacation, holidays)
   c. Address, training, pay, discipline, etc.

7. Coordinates student help

   a. Budgets funds and work hours
   b. Controls funds and hours
   c. Requisitions from Student Employment

8. Coordinates School of Library Science trainees

   a. Budgets funds
   b. Requisitions from School of Library Science
   c. Screens applicants for suitability and assignment to appropriate University Libraries' activity.
   d. Supervises record keeping, etc.

9. Coordinates Graduate Assistant program

   a. Advises appropriate offices
   b. Publicity
   c. Job analyses, classification, pay schedules, records, tuition waivers/certificates, interviews, assistance in selection.

10. Chairs Search Committees as assigned

   a. Assist in drafting Position Descriptions
   b. Collect and screen applications
   c. Coordinate correspondence with applicants and their references.
   d. Establish applicant rating system
   e. Arrange applicant interviews and conduct salary negotiations with selectee.

B. BUDGET AND BUDGET CONTROL:

1. Prepares budgets for accounts 1145 and 1966

2. Prepares student assistant budgets

3. Assists department heads in budget preparation, compiles and delivers to Director for final adjustments.

4. Supervises review and justifying of Expense Statements, ledgering of encumbrances and expenditures, and reporting of account balances to account managers.

5. Monitors expenditures for discretionary items.

6. Advises department heads on budget control, budget limitations etc., suggests alternatives.

C. SUPPLIES AND PURCHASING:

1. Coordinates and controls requisitions for routine supplies

2. Performs cost studies for proposed purchases of new equipment and performs equipment evaluations of proposed purchases to achieve best performance at lowest cost.

3. Solicits bids for major purchases. Coordinates purchases with University Purchasing Department.

4. Supervises mail delivery in Freiberger and Technical Services. Advises Sears Head Librarian on mail procedures.

5. Coordinates re-order levels for inventory control.

6. Coordinate machine and equipment repair.

D. Advise on and coordinate building alterations, equipment installations and maintenance.

E. Conduct effective liaison with following departments of the University:

1. Personnel
2. Purchasing/Stores
3. Printing
4. Bookstore/machine repair
5. Business Office/Communications
6. Student Financial Aid
7. Maintenance
8. Plant Services
9. Insurance
10. Career Planning

F. Conduct special studies, manage special projects and chair various committees as assigned.

G. MISCELLANEOUS:

1. Administer key policy for University Libraries.

2. Prepare statistical reports.

3. Safety coordinator

CORNELL UNIVERSITY LIBRARIES
Ithaca, New York 14850

PERSONNEL OFFICER

Statement of Duties and Responsibilities

Under the direction of the Director of Libraries, is responsible for all staff functions relating to personnel management in the University Libraries within the framework of University policy and subject to the review and approval of the University Personnel Director. Interprets University personnel policies and regulations as they apply to University libraries staff. Formulates personnel policies applying to University Libraries and establishes personnel practices and procedures. Advises the Director on personnel policies affecting academic staff.

Recruiting and Selection of Staff

With the Director and Associate Director coordinates recruiting program for academic staff, and participates in selection of academic staff. With the assistance of the University Personnel Office recruits non-academic staff and establishes and administers Library procedures and criteria for selection of non-academic staff. As a regular and continuing practice actively recruits minority and disadvantaged personnel. May conduct interviews and tests as necessary. Authorizes all non-academic staff appointments prior to execution of appointment forms by Budget and Accounting Office.

Job Classification and Evaluation

Reviews all requests by Library administrative staff, individuals or library staff organizations for changes in Library job classifications. Submits approved requests after review to University Personnel Office with recommendations in writing. May initiate job classification changes. Carries on program to encourage and stimulate upgrading of minority and disadvantaged personnel.

Employee Relations

Administers and interprets University policy with respect to relations of employee organizations with the University Libraries. Handles both formal and informal complaints and grievances for individual staff members or groups. Reviews and approves all transfers and promotions of non-academic staff within the University Libraries. Responsible for official staff communications.

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Wage and Salary Administration

Administers University wage and salary plans for non-academic staff libraries. Sets wage and salary rates within framework of University wage and salary policy and in concert with Planning and Budget Officer. Establishes procedure for performance rating and reviews and approves recommendations for individual wage or salary adjustments subject to University Personnel Office.

Communications

Advises the Director and the executive staff on internal staff communications. Responsible for coordinating and where necessary producing publications, official notices and other devices for keeping both staff and administrative officers adequately informed. Plans and organizes means for improving internal staff communications at all levels and in all directions.

Training

In consultation with Director of Libraries and other Library executive officers and with the University Personnel Office plans, establishes and directs training programs for staff. Oversees and advises for on-the-job training in library departments.

General Personnel Functions

Responsible for maintenance of adequate personnel records including attendance, overtime, vacation, and sick leave in accordance with requirements of Fair Labor Standards Act and other applicable laws and regulations. Reviews with appropriate administrative staff all situations of unsatisfactory performance or action or behavior subject to disciplinary action. Must approve any administrative action leading to suspension or termination.

Administrative Office Management

As the representative of the Director is responsible for the overall management of the Director's office.

Qualifications

Graduation from an accredited college or university, with an additional degree in library science or in business administration.

Five years of successively increasing responsibility in librarianship or in personnel management.

An understanding of the techniques and principles of motivation, leadership, and communication.

An ability to relate to people as individuals, to conduct effective interviews, and to render sensitive guidance in human problems.

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JOB SPECIFICATION

ADMINISTRATIVE SPECIALIST II

NATURE OF WORK

This is advanced professional work in university administration. Work involves a variety of difficult assignments in the areas of accounting, university wide budgeting, general management of large offices or groups of offices, administrative and professional participation in technical research projects, and business management of large and complex schools or university organizations. Work includes responsibility for supervision of internal administrative functions such as accounting, personnel and budget administration, and product or service sales. Employees in this class also conduct research in top management areas in order to develop improvements in organization, variations in programs and functions, and improvements in accounting and computer systems. General direction is received from a dean, institutional or center director, or university administrative officer. Supervision is exercised over professional, technical, and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK

Develops, submits to Board of Trustees, and administers university-wide budget; assists in preparation of central budget requests to the Commonwealth Government; reviews departmental expenditures; prepares periodic financial statements.

Develops and maintains technical libraries; writes and distributes manuals regarding programs and technical facilities in or associated with the University.

Studies projects and work flow to determine better methods for undertaking, carrying out, and coordinating projects and operations; supervises and coordinates project staffs; designs and improves management and technical systems.

Supervises and directs all business management activities of a major school or organization; serves as manager of an administrative department or executive assistant to a dean of a major research and teaching unit of the University, or the director of a large institution.

Prepares cost estimates and monitors fiscal and production aspects of projects; develops and administers departmental or school budget; serves as institutional controller.

Recruits, interviews, selects, and trains technical personnel for projects; interviews and selects clerical assistants for a school or organization.

Serves as curator and business manager for the Stephen Foster Memorial; collects material relating to the life and works of Stephen Foster; conducts research in the field of Fosteriana; authors, edits, and publishes articles and pamphlets; answers heavy volume of mail concerning Stephen Foster.

Administers and coordinates international projects and programs; interviews and selects faculty and staff for such activities; visits project sites as necessary; administers pertinent contracts, and maintains accounts.

Supervises and participates in student counseling, admissions, and student record keeping; resolves problems of foreign and domestic students in the areas of housing, job placements and internships, and personal and social adjustment problems.

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ADMINISTRATIVE SPECIALIST II - Continued

Serves as translator and interpreter in the verbal or written interchange between university officials and foreign officials and visitors.

Prepares complex fiscal, statistical, and project reports.

Performs related work as required.

REQUIREMENTS OF WORK

Experience at the professional and supervisory level in business, education, or public administration or a related field; graduation from a four-year college or university supplemented by course work equivalent to a master's degree in business administration, hospital administration, counselor education, law computer science, or industrial engineering; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Considerable knowledge of management principles, concepts, and techniques, and their practical application.

Considerable knowledge of public and business administration principles and practice.

Considerable knowledge of research methods and techniques and methods of report preparation.

Considerable knowledge of budgeting and purchasing procedures.

Knowledge of complex accounting methods and higher mathematics.

Ability to plan, organize, and coordinate a staff of professional, technical, and clerical employees engaged in project activities or management of a major school, institution, or program.

Ability to deal effectively with top management and faculty, within and outside the University.

JOB RESPONSIBILITIES AND DUTIES

FULL-TIME STAFF & FACULTY

1. Maintain close cooperative relationships with the University Personnel office in recruiting and screening of candidates for Library positions. Set-up all appointments and do the recruiting paperwork on all applicants for positions within the Library. Coordinate internal applicants with Personnel and maintain the structured interview forms

2. Develop internal personnel policies and procedures to meet the Library's needs within the framework of University regulations.

3. Interpret University & Library personnel policies to employees and others as required. This includes new staff orientations & tours, and supervisory training sessions.

4. Consult with department heads to determine their personnel needs. Discuss personnel classifications and staffing problems and recommend actions.

5. Work with the Director's office, Management Staff, and the Personnel Review Committee on new faculty recruiting, faculty review and promotions and dossiers. Maintain the faculty applications and initiate and maintain correspondence.

6. Conduct disciplinary and counseling interviews with employees, and advise supervisors concerning admonishment procedures and forms. Coordinate severe cases with the Personnel Division. Provide assistance to supervisors with terminations and lay-offs. May conduct termination or lay-off interview personally.

7. Conduct exit interviews with employees to determine possible causes of terminations, coll all University property, complete all personnel forms, and advise the terminating employe of final paycheck, fringe benefits, etc.

8. Handle affirmative action reports, prepare all statistics and maintain files, and handle any correspondence. Post vacancies weekly, and host new staff receptions.

9. Develop training programs for new personnel and arrange in-service training programs for current employees. Develop new forms as needed.

10. Provide a liason between the staff and the library Management Staff.

11. Initiate evaluation forms for the probationary period and annual merit reviews. Responsi for developing new forms as required. Work with the employee or supervisor if problems occur.

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12. Initiate and maintain all job description forms, job evaluation forms, A.S.A.s and E.R. forms recruitment requests and termination reports, departmental rosters, and computer generated library and faculty directories.

SALARY & BUDGET REPORTING

13. Prepare the personnel "line-by-line" budget sheets for the library, annually.

14. Prepare a personnel "line-by-line" budget sheet for management staff. This is a tool by which annual merit increase decisions are made.

15. Prepare and/or research statistical data or reports as required.

16. Submit a monthly report to the supervisor.

17. Administer the part-time budget. Maintain fiscal controls to see that funds are not over-sp

SUPERVISION

18. Supervise an Administrative Asst, assign work, and spot check for accuracy. Given that the Staff Service Office is a two person operation, this position must be able to assist the other and visa-versa during overload periods and vacations.

PAYDAY

19. Check the check register to confirm that new appointments, all salary increases, pay deductio and terminations have gone through and are correct before any pay checks are released to the staff. Put all salary increase letters with the appropriate checks, helping distribute the University Library pay checks and PAT permits via a "pay master" system, and mailing out pay checks when requested. Also, on pay day, help solve pay day problems for employees with mistakes in their pay check or questions concerning pay. Also, solve problems throughout the month that have to do with the employees' relationship with Personnel or Payroll. This requires continual communication with those departments.

20. Related assignments as required.

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Position No. 13-C77-01
February 9, 1978

Position Description

Title: Personnel Coordinator - University Libraries

Classification: Staff Exempt

Department: University Libraries, Pattee Library

Function of Position:

Responsible to the Dean of Libraries for personnel aspects of library operations, including coordinating academic recruitment, hiring and promotion and tenure procedures, and administering the personnel program for graduate assistants, staff exempt, staff nonexempt, clerical, technical service and part-time support staff.

Principal Duties and Responsibilities:

1. Responsible for recruitment procedures, advertisement, referral and interview arrangements for library faculty and graduate assistants in consultation with appropriate academic administrators.

2. Responsible to develop and maintain the library staff exempt, nonexempt, clerical, technical service and wage payroll work force through recruitment, advertising, interviewing, and evaluating applications for referral.

3. Responsible to coordinate implementation of the annual review cycle for academic promotion and tenure, insuring that all Library and University guidelines are met. Establish timetables, assist appropriate academic administrators in familiarizing faculty members with criteria, expectations, and evaluative methods, and with obtaining data, reviewing biographical information, and assembling dossiers for review.

4. Serve as resource person on personnel matters for various library committees, particularly those involved with promotion and tenure matters.

5. Establish and maintain close liaison with the University Office of Personnel Administration; serve as the Dean's Personnel Representative on the University Personnel Committee.

6. Insure University Libraries' compliance with University personnel policies and procedures and with equal opportunity guidelines, labor laws, and welfare and safety regulations; insure implementation of the University Affirmative Action Program. Consult on, interpret, and disseminate policy information; identify problem areas; provide data for goals and timetables. Maintain effective internal auditing and recording systems for necessary report data.

7. Responsible for maintaining the Libraries' job classification system for staff, clerical, and technical service positions, so that job descriptions are current and accurate; work with supervisors to compile information and write descriptions. Coordinate with Salary Administration and Classification for review meetings, evaluations, and procedures for establishing or changing positions, according to evaluation results.

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8. Administer personnel matters such as posting jobs, accepting bids and referring applicants; coordinating leaves, education benefits, retirements and terminations. Arrange hiring, starting dates, learning periods, etc., with supervisors and Employment Division. Explain policy, benefits, salary deductions and learning periods to new employees. Conduct exit interviews.

9. Administer non-academic performance evaluation programs. Recommend methods of improving evaluation programs, work measurements and performance standards.

10. Advise supervisors and employees, consult and interpret on personnel policy matters. Counsel and refer non-academic employees on working problems, academic programs, transfers and promotions, etc. Handle disputes and grievances.

11. Responsible for custody of personnel files to assure confidentiality of records. Insure that personnel papers, forms and other records are submitted and completed as required. Sign personnel documents for Dean.

12. Propose and implement staff orientation programs. Consult with appropriate academic administrators and supervisors, select participants and arrange for enrollment in training programs, develop and implement training follow up. Study need for development and in-service training, plan and develop programs with committees and supervisors; evaluate effectiveness.

13. Consult with Associate and Assistant Deans regarding position control and realignment to interpret staffing needs and determine alternatives for most effective manpower utilization.

14. Develop and coordinate Libraries' participation in Federal College Work/Study Program with Office of Student Aid. Advise supervisors in preparation of proposals and regarding regulations. Insure hiring procedures are followed and appropriate papers submitted.

15. Assist CCL Coordinator in advising and consulting with Commonwealth Campus librarians on personnel matters affecting them.

16. Conduct periodic meetings; keep supervisors and employees informed regarding current personnel matters.

17. Coordinate collection of reports and statistical records. Assemble and analyze data, prepare reports. Answer surveys and questionnaires; receive requests for employee history; answer or refer.

18. Supervise administrative office clerical staff. Consult with appropriate administrators in preparing performance evaluations.

19. Perform other duties as assigned.

Supervision Received:

Duties are performed under general direction and the employee plans and arranges own work which is directed toward an established objective. Employee determines action to be taken handling all but unusual cases. Knowledge of established policy, procedure and practice is required.

Minimum Qualifications:

Bachelor's degree (or equivalent) preferably in management, plus two to four years of effective experience in personnel administration, labor relations or related field, with knowledge of academic library administration and operation.

INDIANA UNIVERSITY LIBRARIES
Bloomington, Indiana 47401

POSITION: Personnel Librarian

AVAILABLE: January 1, 1977

ENVIRONMENT: The Indiana University Library System has three major components, headed by the Dean of University Libraries: Indiana University-Purdue University at Indianapolis (IUPUI), the Regional Campuses at six locations over the state plus their Bloomington Technical Services and Reference Centers, and the several libraries on the Bloomington campus. IUPUI and the Regional Campus libraries collectively have 51 librarians and 73 support staff, while Bloomington employs 114 librarians and 164 support staff.

JOB DESCRIPTION: The Personnel Librarian holds a staff position as a communications link between the library administration and the library faculty staff, having responsibilities for the University-wide system. She/he reports directly to the Dean of University Libraries but also works through and with the heads of the IUPUI and Regional Campus Libraries and the Bloomington Assistant Directors. Primary concern will be with the continuation of established personnel management practices and staff training/development programs as well as with the development of new programs, policies and procedures. Included among these are: various orientation, training, development, and continuing education programs for library faculty, support staff, and student assistants; coordination and continuous evaluation of personnel policies and practices throughout the system; encouragement and promotion of library faculty and support staff growth in librarianship; ongoing maintenance of all required personnel records in support of salary, promotion and tenure decisions. The personnel officer serves as an information channel/interface/coordinator for the library system and staff concerning staff needs and accomplishments and relevant activities in the library world. In conjunction with the Dean, she/he works for further understanding of the library's and librarian's roles by promoting closer involvement in academic and university affairs--at all levels but at the committee level in particular; and coordinates activities with the Division of University Personnel. Additional staff of the Library Personnel Office includes the Administrative Assistant to the Personnel Librarian, a full-time senior payroll clerk, a part-time payroll clerk, and secretarial assistance.

QUALIFICATIONS: MLS from an accredited library school; minimum of five years of experience, with high preference that some of which has been in an administrative capacity. (An equivalent combination of personnel experience, a personnel degree, and relevant library experience will be considered). Ability

to relate to and work with all kinds of people and viewpoints; patience and tolerance, with an ability to listen well and deal fairly and objectively with a variety of situations; emotional and physical stamina; sensitivity and responsiveness to staff needs; ability to promote harmonious working relationships among the various levels of staff through a diverse and complex library system; ability to gain and hold the confidence of both the library administration and staff; demonstrated involvement in professional activities; initiative and ability to study/assess conditions and promote innovation.

SALARY: $15,000 and up depending on qualifications and experience.

FRINGE BENEFITS: Vacation of 22 working days; liberal sick leave, Blue Cross/Blue Shield, major medical; group life insurance; TIAA/CREF annuity plan; library faculty rank and tenure (based on criteria of 1) performance, 2) professional development, research and/or creativity, 3) service.)

APPLY:
Carolyn A. Snyder
Personnel Librarian
Indiana University Libraries
Bloomington, IN 47401

Telephone: (812) 337-3403

CLOSING DATE FOR APPLICATIONS: December 31, 1976

INDIANA UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

November 15, 1976

University Libraries and the School of Library Science share Dr. Shaw's services.

LIBRARIAN II

POSITION DESCRIPTION

Under general supervision build and organize library collections, optimize its use, and serve the needs of sophisticated library users who engage in study, teaching or research.

A. Work closely with clerical staff and other librarians to provide library service required by students, faculty and staff, recommending materials to be added, preparing bibliographies, participating in the process of acquisitions.

B. Work with students and faculty to ascertain their needs for library materials and service.

C. Suggest change in organization of library materials and procedure.

SYSTEMS AND RESEARCH LIBRARIAN

ADMINISTRATION

JOB ANALYSIS:

General:

A staff position with applications throughout the University Libraries organization. Incumbent reports to the Coordinator of Research, Systems and Staff Development, but may from time to time be assigned specific tasks by the Director of University Libraries, and be called upon to report thereon to the Director and/or the Administrative Staff. The position by nature calls for a great amount of freedom from routine and flexibility of scheduling so that successful research may be accomplished. The primary objective is to improve library service and operations through the applications of computer technology, management service, and operations research to library procedures. Incumbent will execute and document detailed analyses of existing library operations. Close cooperation and coordination with administrators and supervisors in planning, performing, and implementing studies is essential. The position also includes participation in overall library planning, work flow studies, and space utilization.

Specific:

1. Analyzes various library operations and the related elements such as work flow, documents, files, functions, operating needs, information requirements and statistics gathering. Various research and analytical techniques may be required including questionnaires, flow diagrams, statistical sampling and direct observation.

2. Organizes, documents and reports upon the results of analytical efforts.

Writes systems proposals, systems documentation, and systems design specifications for programmer's use.

3. Develops alternative methods of accomplishing operations and providing necessary information and statistics. This may include recommendations for altering or realigning functions, operations, methods and procedures; integrating activities; eliminating current items.

4. Develops specifications for approved procedures, operating methods, work flows, flow charts, quality control, etc. including means of appraisal and control of operations.

5. Prepares, operates and evaluates systems tests. Reports thereon to the Coordinator and the Director of Libraries.

6. Develops methodology for implementing approved systems including work schedules, staff requirements, cooperating/coordinating the writing of operating manuals and procedures, making staff presentations, participating in instruction, explanation, etc. This area will be particularly sensitive to staff and supervisors and must be approached diplomatically and tactfully.

7. Performs (for the Director) periodic evaluations of designated library systems to determine system efficiencies or need for revision.

8. In consultation with the Coordinator works closely with the University Information Systems Office for systems design, programming, and such other that the office can provide.

9. Maintains awareness of current developments in library research, computer technology, computerized data bases, and information networks and assists the Coordinator in briefing the Director and Administrative Staff periodically on recent developments and appropriate participation by CWRU Libraries.

10. With specific attention to hardware and systems software evaluates and participates in services offered by OCLC and their application to CWRU Libraries. Makes recommendations to the Coordinator as to most appropriate use of same to procure maximum benefits.

11. With the Coordinator prepares reports, proposals, and applications for external funding from government and private foundations.

12. Works on a variable schedule as needed by the requirements of University Libraries. Such schedule may require weekend and/or evening hours.

13. Performs additional tasks, serves on committees, etc. as assigned by the Director of University Libraries.

QUALIFICATIONS

Applicant or incumbent should be prepared to submit evidence of professional qualifications and activities such as scholarship, publication, memberships (offices held), awards, contributions to librarianship, advanced training, etc. appropriate to the rank of Senior Assistant Librarian as set forth in Paragraph I,D of the Bylaws for the Governance of University Librarians.

Education:

1. Possesion of a research oriented doctorate. A master's degree in a research oriented discipline plus extensive experience in research/ analysis may be considered by the Director.

2. MSLS from an accredited School of Library Science is highly desirable but not mandatory.

3. Graduate courses in computer analysis, simulation, statistical analysis, computer hardware and computer software.

4. Similar courses or workshops in computerized library data input and retrieval, and network functions.

Experience:

1. Two years in significant active research with published results.

2. Successful experience with systems analysis.

Other:

1. Evidence of publication of results of research activities.

2. Be able to interact amiably and effectively with other members of the University Libraries staff.

3. Be able to function with only minimal supervision.

Note: Scope and type of education and successful research/analysis experience is more significant than actual library experience.

Salary: $9,620.00 - $14,740.00, dependent upon qualifications and experience.

Applications may be made to: Director, University Libraries
Case Western Reserve University
11161 East Blvd.
Cleveland, Ohio 44106

Pennsylvania State University
March 21, 1977

Position Description

Title of Position: Senior Analyst/Programmer

Classification: Staff Exempt

Department: University Libraries

Function of Position:

Responsible to the Library Systems Specialist for the on-going activities associated with resolution of data processing problems.

Principal Duties and Responsibilities:

1. Confer with managers, scientists, engineers and librarians to define library, accounting, business or scientific/engineering data processing problems.
2. Formulate statements of those problems and devises data processing solutions.
3. Prepare block diagrams and system specifications illustrating the solutions.
4. Assist in the preparation of flowcharts and the definition of data base structures from those diagrams.
5. Analyze existing system and program logic and recommends revisions--making revisions as assigned.
6. Design detailed flowcharts.
7. Verify program logic by preparing test data for trial runs.
8. Test and debug programs.
9. Perform other duties as assigned.

Supervision:

Duties are performed under general direction and the employee plans and arranges own work which is directed toward an established objective. Employee determines action to be taken handling all but unusual cases. Knowledge of established policy, procedure and practice is required.

Minimum Qualifications:

Bachelor of Science degree in Computer Science or equivalent plus three to four years of effective experience in computer programming and analysis.

Pennsylvania State University

Position No. 13-A34-01
June 11, 1975

Position Description

Title of Position: Assistant Head, Library Systems Development

Classification: Staff Exempt

Department: University Libraries

Function of Position:

Responsible to the Head of Library Systems Development for the effective development of systems architecture and applications programming and the implementation and continued support of all library computer activities; and the development and maintenance of efficient staff support personnel.

Principal Duties and Responsibilities:

1. Direct the operations of the Systems Architecture and applications programming sections of the Library Systems Development Department. Establish and supervise the maintenance of all operational and performance standards.

2. Administer and coordinate the completion and perfection of the final design of integrated library information systems and sub-systems; establish their priorities and supervise their inclusion as functional library systems.

3. Administer the design, development and successful integration of system architectural modifications to all vendor and non-vendor supplies software (operating systems, compilers, I/O handlers, disc and peripheral controllers, etc.).

4. Represent the Library Systems Development Department in vendor relationships.

5. Participate in library committees and other consultative activities within the libraries relevant to the development of integrated library systems.

6. Represent the Head of Library Systems in his absence.

7. Perform other duties as assigned.

Supervision:

Duties and responsibilities are performed under general direction and from interpreting University policy with regard to general objectives. Work is performed independently toward general results and requires devising new methods or modifying or developing standard procedure to meet new conditions. Problems are rarely referred.

Minimum Qualifications:

A Bachelor's degree or equivalent plus four to seven years of effective experience in a time-shared computer environment as well as in the management of computer systems gained in an academic or research library application.

Cornell University
June 7, 1973

CORNELL UNIVERSITY LIBRARIES

Position Title: Manager, Automated Systems Control Group

Statement of Duties and Responsibilities:

The Manager as a staff officer to the Assistant Director for Technical and Automated Services is generally responsible for reviewing, proposing and implementing all automated library systems. This includes automated systems designed in-house, those obtained from library networks or information retrieval systems and data banks purchased from commercial organizations. The Manager will assist the Assistant Director in preparing comparative cost studies of automated and manual systems and will assist in all aspects of installing new automated systems within the library.

The Manager will be responsible for developing educational and training programs concerning automation in general and specifically for all operational systems installed. He will be helped in implementing these training programs by selected members of the library staff.

The Manager will supervise a centralized data input group which specializes in library data and maintains input schedules and production control.

The Manager will develop short range and long range plans for automation of the various library processes and propose budgets for each system implemented or under consideration.

The Manager will be available for consulting with any department or librarian who is responsible for automated library projects.

Qualifications

Applicants should preferably have an undergraduate degree in the fields of industrial engineering, operations research, computer science or business. A fifth year degree from an accredited library school is desirable or comparable experience in automated systems in a large research library. Knowledge in the use of computers for library processing is required and the applicant should be competent in systems analysis and library survey techniques.

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Administration

JOB ANALYSIS:

General:

A staff position, with responsibilities encompassing the University-wide library structure. Incumbent reports to the Director of University Libraries, but also works through and with the heads of the three major library components. He/she will serve as coordinator of OCLC applications throughout the University Libraries. Primary objectives are to improve library service, operations, and fiscal control through research and the application of computer technology, management science, and operations research to library procedures, and to ensure the rational and effective development of information services and resources in the context of University academic planning. The Coordinator supervises professional and support staff assigned to the activity, and also works cooperatively and closely with the Planning Officer, the Budget Officer, and Assistant Director for Administration in overall library planning, work flow studies, space utilization, [illegible]

Specific:

1. Directs and participates in the analysis of various library operations and the related elements such as work flow, documents, files, functions,

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operating needs, information requirements and statistics gathering. Various research and analytical techniques may be required including questionnaires, flow diagrams, statistical sampling and direct observation.

2. Defines functions and objectives of information requirements and operations, and permits the anticipation of future resource needs for information services by establishing plans based upon current decisions.

3. Together with the Systems and Research Librarian develops methodology for implementing approved systems, including work schedules, staff requirements, the writing of training and operating manuals and procedures, making staff presentations, participating in instruction, explanation, etc. This area will be particularly sensitive to staff and supervisors and must be approached diplomatically and tactfully.

4. Together with Systems and Research Librarian keeps current and maintains file on developments and trends in computerized data bases and information networks, and briefs the Director and Administrative Staff periodically on recent developments. Makes appropriate recommendations as to Case Western Reserve University Libraries' participation.

5. Evaluates and participates in services offered by OCLC and their application to CWRU Libraries. Makes recommendations as to most appropriate use of same to procure maximum benefit.

6. In consultation with the Assistant Director for Technical Services up-dates, improves, and further develops existing local data processing programs by providing systems expertise and programming support.

7. Works closely with University Information Systems Office for system design, programming, and such other service that the office can provide.

10. Prepares reports, proposals, and applications for external funding from government and private foundations.

11. Performs additional tasks, serves on committees, etc. as assigned by the Director of Libraries.

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QUALIFICATIONS

Applicant or incumbent should be prepared to submit evidence of professional qualifications and activities such as scholarship, memberships (offices held), awards, contributions to librarianship, advanced training etc. as set forth in Paragraph I,D of the Appointments Section of the Bylaws for Governance of University Librarians.

Education:

1. MSLS from an accredited School of Library Science.
2. Specialized training in management science, library systems and on-line computer applications. Note: Significant experience in on-line systems may be substituted for formal training as considered desirable by the Director of University Libraries.

Experience:

1. Six years of successful experience in academic libraries, at least three of which must be in a senior supervisory capacity.

Other:

1. Sincere identification with the needs of library staff members.
2. Be able to interact amiably and effectively with other members of the University Libraries staff.
3. Be knowledgeable in computerized data bases.
4. Ability to coordinate a number of diverse activities to successful ends.
5. Thorough knowledge of various library systems, particularly those involved in technical processing of bibliographic materials.

Salary: $11,920.00 - $19,050.00, dependent upon qualifications and experience.

Applications may be made to: Director, University Libraries
Case Western Reserve University
Cleveland, Ohio 44106

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SYSTEMS DIVISION

LIBRARY CLASSIFICATION TITLE: Programmer/Analyst II

DIVISIONAL TITLE: Programmer Analyst II - Application Systems

RESPONSIBILITY:

Develops methods, procedures, and computer programs to meet the requirements of library systems development assigned on a project basis, and provides for the maintenance and operation of part or all of an application or utility system assigned on a continuing basis. Provides consultant services to other library staff concerning application systems.

SUPERVISION:

Reports to the Analyst, and works independently except for limited general task direction and guidance. Systems assigned for maintenance are reviewed periodically. Provides direction and assistance to a Programmer/ Analyst I on a project basis, as required.

DUTIES:

A. For new systems and revisions to existing systems assigned on a project basis;
   1. Studies the requirements of part or all of a system, undertaking cost and time studies, procedural analysis, and general systems design.
   2. Assists the Analyst and Systems Analyst in developing budget planning, scheduling, and priority assessments of project requirements.
   3. Prepares procedure flow charts, program block diagrams, system descriptions, sample reports, etc. as required.
   4. Prepares procedure manuals, computer run instructions, and other documentation required for implementing system.
   5. Prepares program coding, undertakes necessary compilation and testing writes program documentation.
   6. May be required to organize and direct the work of a programmer/ analyst I, assigned to assist with a project.

B. For existing systems with assigned responsibility for specific applications on a continuing basis (usually one major system and one or more small systems):
   1. Resolves operational problems arising from use, generally working independently on all technical aspects, referring policy and budget problems to the Analyst and/or Systems Analyst.
   2. Documents known software problems or suggested system revisions, for discussion of scheduling and priority considerations with Analyst and/or Systems Analyst. Maintains existing software documention for assigned systems.
   3. Assists users with problems and operation of assigned systems as required.
   4. Provides assistance to other library staff and users concerning requirements for and operation of application systems.

C. Maintains program of self-education for new and existing hardware/software, as required.

D. Other responsibilities as assigned.

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STANDARDS OF PERFORMANCE:

Position requires expert knowledge of one or more complete application systems assigned for maintenance and operation, and one or more utilities or specialized software systems. Extreme attention to detail required for all work including analysis, design, development and maintenance. In particular, modifications to existing operating application systems require extreme care and attention to ensure reliability and security of files and operations. Reliability of library application systems is critical to the basic services and operations of library technical processing operations and to many public service functions provided to library patrons.

SPECIAL REQUIREMENTS:

Degree in computing science with a minimum of 3-4 years programming experience preferred. Acceptable equivalent includes minimum of high school graduation supplemented by 5 years general experience in data processing followed by 4 to 5 years experience in progressively more responsible positions in programming and systems work, supplemented with other formal training.

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SYSTEMS DEVELOPMENT

POSITION NUMBER: 052

DIVISIONAL TITLE: Systems Analyst

SUMMARY OF RESPONSIBILITY

Responsible for the development and design of library systems and for the co-ordination of systems activity requiring study, design, planning for equipment, forms and procedural change, or support from a computing facility. Responsible for the organization, administration and operation of the systems department. Responsible for staff training programs related to systems, and documentation or reports on systems activity.

QUALIFICATIONS

Position requires extensive knowledge and experience of systems and data processing; including a working knowledge of programming and equipment requirements, work study procedures, costing methods, and other techniques used in the study and design of systems.

RELATIONSHIPS

Works under the general direction of, and is responsible to, the Coordinator of Technical Processing and Systems. Guidelines are existing policies and procedures and aims, objectives of the library in respect to improving service and management functions. Supervises the work of a Library Assistant III, Programmer/Analysts, and a pool of machine operators.

DUTIES

1. Co-ordinates study and design of systems, working closely with operating staff and divisions, and systems staff.

2. Works with operating divisions in co-ordinating and scheduling conversion and implementation of new systems.

3. Prepares reports, flow charts, system and program specifications, working closely with the Systems Librarian, Programmers and Divisional staff.

4. Consults with the Data Processing or Computing Centers for requirements of computer and programming support, and budget implications.

5. Prepares budget submissions for equipment and supplies required for new and existing systems, assists with determining staff requirements for operating divisions affected by new systems.

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6. Co-ordinates training seminars for staff orientation in systems, computer concepts and other aspects related to use of and operation of library systems.

7. Determines equipment specifications, surveys available supplies and working with operating divisions selects equipment based on cost, performance, and reliability, as required for new systems.

8. Prepares and revises job descriptions for all systems staff, prepares performance appraisal reports for the Associate Librarians office and discusses the reports with the staff member.

9. Requests reclassification of staff positions due to changes in the complexity and responsibility of positions.

10. Works with the Systems Librarian and printing clerk in the design, classification, control, and ordering of all forms used by the Libraries.

STANDARDS OF PERFORMANCE

The development of successful improvements to service and management systems, in terms of better service to patrons and for more efficient or economical methods and use of facilities.

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INDIANA UNIVERSITY LIBRARIES
Bloomington, Indiana

POSITION: Bibliographic systems analyst

AVAILABLE: May 1, 1978

ENVIRONMENT: The Indiana University Library System has over some 50 Libraries in three major components, headed by the Dean of University Libraries: Indiana University-Purdue University at Indianapolis, the Regional Campuses at six locations over the state plus their Bloomington based Technical Services and Reference Centers, and the libraries on the Bloomington campus.

JOB DESCRIPTION: A staff position with responsibilities for analysis design, and evaluation relative to the Libraries' automation objectives. Develop plans for on-line bibliographic system.

QUALIFICATIONS: Master's degree from an accredited library school or equivalent credentials. Minimum of three years experience with bibliographic systems. Thorough knowledge of computer applications to libraries. Ability to relate to and work with the variety of operations, services, people and viewpoints encountered in a large library.

SALARY: $16,000 and up, depending on qualifications and experience.

FRINGE BENEFITS: Vacation of 22 working days; liberal sick leave; Blue Cross-Blue Shield, major medical; group life insurance; TIAA-CREF annuity plan.

APPLY: Ann Bristow Beltran
Personnel Librarian
Indiana University Libraries
Bloomington, Indiana 47401

Telephone: (812) 337-3403

CLOSING DATE FOR APPLICATIONS: No earlier than March 15, 1978

INDIANA UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

February 13, 1978

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Position Description

Title of Position: Supervisor, Computer Operations - Data Processing

Classification: Staff Exempt

Department: University Libraries

Function of Position:

Responsible to the Senior Systems Programmer for organizing, assigning, programming, and supervising the input and production work flow.

Principal Duties and Responsibilities:

1. Hire, supervise, and assure the training of input operations and computer operators.
2. Evaluate work performance and progress of input operations and computer operators; prepare appraisal reports; make recommendations; meet with Senior Systems Programmer to review work flow, work load, personnel and machine problems.
3. Schedule and distribute work assignments.
4. Learn general and specific aspects of operating the computer as well as new systems and operating techniques, as required.
5. Correct minor and major problems such as work-related program problems, job control language problems, major equipment failure, and minor machine performance problems.
6. Responsible for security and overall organization of machine area.
7. Establish and maintain production schedule and notify responsible individuals of out-of-balance conditions.
8. Perfect and simplify operational procedures; provide technical information for operational manuals.
9. Maintain an accumulative daily production report showing computer utilization, jobs processed and remaining, and irregularities such as machine failures.
10. Perform duties of programmer as assigned.
11. Perform other duties as assigned.

Supervision:

Duties are performed under general direction and the employee plans and arranges own work which is directed toward an established objective. Employee determines action to be taken handling all but unusual cases. Knowledge of established policy, procedure, and practice is required.

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Minimum Qualifications:

An Associate's degree in computer science or equivalent, plus two to three years of effective experience/or a Bachelor's degree in computer science plus one to two years effective experience, is required.

JOB SPECIFICATION

PROGRAMMER I

NATURE OF WORK

This is entry level work in computer programming.

Work may involve the preparation of diagrams and flow charts and their translation into computer programs or the installation of computer software by coding and programming new languages and systems. The individual works under a systems analyst or lead programmer in the development of programs to use within the facility.

ILLUSTRATIVE EXAMPLES OF WORK

Draws block diagrams and flow charts, and translates specific program details into programs of instruction for a computer.

Develops computer software by coding new programming macros and systems.

Writes programs to call forth input/output supervisors which schedule users' runs, the flow of input and output, the sequence of machine operations, and other such control functions.

Utilizes one or more computer language such as FORTRAN, MAD, SIMSCRIPT, PIL, PENELOPE, COBOL, FARGO, SPS, and AUTOCODER.

Tests, checks, and analyzes the running of proposed programs to identify faults and make improvements.

Maintains surveillance on established programs to refine procedures, correct errors, and reduce computer time.

Manipulates and controls disk files, magnetic tapes, time-sharing terminals, and other input/output devices by coding instructions.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in programming an electronic computer; graduation from a four-year college or university with major course work in appropriate field of study; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of one or more computer languages.

Some knowledge of electronic data processing coding practices necessary for programming instructions for electronic computers.

Some knowledge of block diagramming, flow charting, and procedural report presentation.

Ability to apply some fundamental mathematical techniques, and to analyze methods and procedures accurately and logically.

Ability to prepare clear, detailed programs of instruction for efficient machine utilization.

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LIST MAJOR JOB RESPONSIBILITIES AND DUTIES *(Please number each)*

PROGRAMMER I

1. Assist in the study and analysis of administrative and technical procedures, reporting to the operations manager.

2. As assigned, work with library staff and data processing personnel in the implementation and maintenance of library systems and procedures.

3. Assist in the design and writing of specifications for computerized systems.

4. Assist in implementation of the systems or procedures designed.

5. Assist in writing and updating all systems manuals.

6. Design library forms.

7. Make recommendations for programming standards; documentation and other standards related to operation of the department and the system.

8. Upon assignment, write programs, test, and de-bug to operative status.

9. Perform related tasks, as assigned.

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JOB SPECIFICATION

PROGRAMMER II

NATURE OF WORK

This is intermediate level technical work in computer programming.

Work involves the study of specific program requirements, the preparation of diagrams and flow charts, and the preparation of computer programs. Assignments are usually received in the form of verbal instructions indicating the operating requirements of a program/subroutine. Work is normally performed in collaboration with a lead programmer and/or under the direction of a programming supervisor systems analyst.

ILLUSTRATIVE EXAMPLES OF WORK

Draws block diagrams and flow charts, and translates specific program details into programs of instruction for a computer.

Studies the requirements and limitations of an operating system.

Assists in the development of computer software by implementing assemblers, compilers, input/output supervisors, processors, and others.

Assists in installation of computer languages such as FORTRAN II, FORTRAN IV, MAD, SIMSCRIPT, PIL, PENELOPE, COBOL, FARCO, SPS, AUTOCODER, and others which serve as assemblers, compilers, language processors, batch processors, and problem oriented processors.

Tests, checks and analyzes the running of proposed programs to identify faults and make improvements.

Writes programs in a broad range of work situations.

Maintains surveillance on established programs to refine procedures, correct errors, and reduce computer time.

Checks existing programs within system for errors in logic and program content; makes necessary changes.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in programming an electronic computer; graduation from a four-year college or university with major course work in an appropriate field of study; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of electronic data processing coding practices necessary for programming instructions for electronic computers.

Knowledge of input/output devices.

Knowledge of several computer languages.

Knowledge of machine language programming.

Knowledge of block diagramming, flow charting, and procedural report presentation.

Ability to apply fundamental mathematical techniques, and to analyze methods and procedures accurately and logically.

Ability to prepare clear, detailed programs of instruction for efficient machine utilization.

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LIST MAJOR JOB RESPONSIBILITIES AND DUTIES (Please number each)

PROGRAMMER II

1. Meeting with department heads and other staff members as needed to study and analyze library operations.

2. Recommend changes to systems or design new systems to improve and simplify the operations of the library.

3. Assign programs and other work to programmers in the unit.

4. Assist and oversee design, coding, and debugging of all work of the programmer in the u it.

5. Coordinate programming operations of the library in conjunction with the parameters of the operating computer used.

6. Assist University of Pittsburgh Computer Center in solving any of their problems and bugs in their operating system.

7. Design, code, debug, and document computer programs in COBOL, FORTRAN, MACRO-10, MACRO-11, PIL, RSX-11M operating system, etc.

8. Assist in operating all of the library systems as needed.

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Case Western Reserve University

LIBRARY EDITOR AND PUBLICIST

UNIVERSITY LIBRARIES

Job Analysis:

General:

As a member of the Director's staff and under the general supervision of the Curator of Special Collections, this librarian will be largely responsible for ensuring effective communication with the University Libraries' various constituencies (faculty, students, general public, Friends of the Libraries), for maintaining internal communication within the University Libraries and for assisting in development programs of the Libraries and the activities of the Friends of the Libraries.

Specific:

1. **Publicize information about the activities and operations of the University Libraries to the faculty, students, general public, and Friends of the Libraries. Develop contacts with the various local news media.**
2. **Ensure effective information flow within the University Libraries between the administration, professional staff, and support staff, including editing the Libraries' newsletter.**
3. **Prepare brochures, handbooks, reports, and other documents to present various aspects of the University Libraries to its users.**
4. **Maintain appropriate liaison with other segments of the University.**
5. **Assist in preparing cases and proposals for development purposes.**
6. **Assist in the operation and activities of the Friends of the University Libraries, including preparing material for the Friends' Newsletter.**
7. **Develop and maintain liaison with other University Circle institutions.**

QUALIFICATIONS

Applicant or incumbent should be prepared to submit evidence of professional qualifications and activities such as scholarship, publication, memberships (offices held), awards, contributions to librarianship, advanced training etc. appropriate to the rank of Assistant Librarian as set forth in paragraph I,D of the Appointments Section of the Bylaws for the Governance of University Librarians.

Education:

1. **MSLS from an A.L.A.-accredited School of Library Science.**
2. **Prefer undergraduate degree in journalism, English, creative writing or similar field. Note: Graduate study or experience can be substituted for this requirement to the extent deemed appropriate by the Committee on Appointments.**

Experience:

1. **Work experience which has involved writing and/or editing is desirable.**

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Other:

1. Be able to interact amiably and effectively with faculty, students, and staff in a manner to project a favorable image of the University Libraries.
2. Ability to work effectively with only minimal supervision.

Salary: $9,000.00 - $12,750.00 per year, dependent upon qualifications and experience.

Applications may be made to: Director, University Libraries
Case Western Reserve University
11161 East Blvd.
Cleveland, Ohio 44106

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JOB SPECIFICATION

INFORMATION SPECIALIST II

NATURE OF WORK

This is professional journalistic work in the production of information material for a variety of media.

Work involves writing and editing news stories and publicity material. Assignments are received in the form of general or oral instructions and are implemented with a considerable degree of independent creativity. Work is reviewed through inspection of results.

ILLUSTRATIVE EXAMPLES OF WORK

Writes regular and feature news stories as assigned, for release to newspapers and periodicals.

Conducts interviews and arranges press conferences.

Writes, edits, and supervises production of brochures, leaflets, reports, programs, and other publications as required.

Writes and edits feature articles for various university publications.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in journalism or related work; graduation from a four-year college or university with major course work in journalism or an allied subject; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Knowledge of the principles and practices of newspaper reporting and editing.

Knowledge of the principles and practices of public relations work.

Ability to develop basic ideas into newsworthy form.

Ability to write and edit news items and to adapt them to the various public information media.

Ability to perform editing, proofreading, and similar technical functions.

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LIST MAJOR JOB RESPONSIBILITIES AND DUTIES (Please number each)

INFORMATION SPECIALIST II

1. To provide reference and research service pertaining to archival records for the academic community.

2. To maintain liaison with all University offices to acquire records when offices change function or administrator.

3. To maintain liaison with the Secretary of the University to seek permission to use certain archives.

4. To organize incoming records according to established record-keeping procedures; (appraise, allocate, organize and index accessions)

5. To maintain ongoing programs of collecting current University publications, including theses.

6. To prepare inventories of the archival collections.

7. To construct indexes to the records and keys to their locations.

8. To review archival records and prepare descriptions of them.

9. To maintain, preserve and rehabilitate the collections.

10. To prepare exhibits, using archival collections.

11. To supervise clerical and student assistants.

12. Upon assignment by supervisor, provide occasional reference service and patron assistance in the Special Collections reading room. This entails a familiarity with location and nature of other research collections in the department.

13. Research, write and edit special writing projects assigned by Director of Libraries as needed, including special publications (e.g. Annual Report of the Director, monthly newsletter).

14. Provide editorial assistance on library publications and serve as Assistant Editor on two publications published at the Library.

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WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM

Job Title Senior Book Repair Assistant Department Circulation

Classification LA IV (1/2 time) Prepared by L. Kuelthau

Incumbent Elmer Wagenfuehr Date February 1978

Reviewed (Date)

Summary:

The Senior Book Repair Assistant is responsible for the repair of books from the general stacks of the Washington University Libraries and the supervision and training of book repair assistants.

Description of Duties:

1. Repair of general stack books, including Departmental Library general stack books including: strengthening and mending spines and cases of general stack books; repairing hinges; mending and tissuing of tears; tipping in plates and pages that have been supplied in lieu of missing pages.

2. Maintenance of equipment, tools and supplies

3. Training and supervising book repair assistants

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(Continue with Part II, Qualifications)

Revised 10-27-76
Form #19

WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM: PART II, QUALIFICATIONS

Job Title Senior Book Repair Assistant

Department Circulation

Classification LA IV

Prepared by L. Kuelthau

Date February 1978

1. High School graduate
2. Hand binding and/or book mending experience
3. Knowledge of approved reversible book repair techniques
4. Supervisory experience

Form 19

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WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM

Job Title Book Repair Assistant Department Circulation

Classification LA III Prepared by L. Kuelthau

Incumbent June Purcell Date February 1978

Reviewed (Date)

Summary:

Under the general direction of the Senior Book Repair Assistant, the Book Repair Assistant is responsible for the repair of books from the general stacks of the Washington University Libraries, as well as leather treatment of rare books.

Description of Duties:

The repair assistant shall be responsible for the following:

1. Strengthening and mending spines and cases of general stack books
2. Repairing hinges
3. Mending and tissuing of tears
4. Tipping in plates and pages that have been supplied in lieu of missing pages
5. Other repairs to general stack books and deemed appropriate by the Senior Book Repair Assistant
6. Treatment of leather books
7. Maintenance of equipment and tools
8. Area safety and neatness

(Continue with Part II, Qualifications)

Revised 10-27-76
Form #19

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WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM: PART II, QUALIFICATIONS

Job Title Book Repair Assistant

Department Circulation

Classification LA III

Prepared by L. Kuelthau

Date February 1978

1. High school graduate
2. Hand binding and/or book mending experience helpful
3. Manual dexterity
4. Familiarity with tools
5. Feeling of pride in craftsmanship
6. Library experience helpful

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New York Public Library

Position Open: Specialist III (Binding and Restoration)

Head, Physical Treatment Branch, Conservation Division
Preparation Services

Available: Immediately

Salary Range: $13,000 - $18,500

Eligibility Requirements: College graduation and graduate degree in either library science or related subject field (e.g. Art, History, Science). Familiarity with the organization, management and services of a large research library. Demonstrated supervisory capacities and administrative ability. Broad knowledge of the principles of conservation of library materials, history of the book and of bibliography. Practical knowledge of the history and structure of the book, including the technology of papermaking, printing and other reprographic processes, illustration, binding etc. Knowledge of the chemical and physical properties of archival materials. Familiarity with binding specifications and criteria, of physical preservation techniques and methods, and of enviromental factors affecting the storage and use of archival materials. Ability to evaluate materials and binding and to determine appropriate treatment for their physical preservation. Ability to manage and evaluate existing programs and to initiate new programs consistent with Library policies and objectives of the Conservation Division. Other skills and abilities pertinent to the responsibilities of the position including good judgment and organizational and planning ability.

General Description: Assists the Chief of the Conservation Division in planning for the day-to-day administration of the Shelf and Bindery Preparation Section, the Bindery Section, and the Restoration Section when it is re-established. Coordinates the training of staff in specific operations in consultation with the Chief of the Division and the appropriate unit head. Plans and assists in the organization of training sessions, demonstrations and seminars as needed. Evaluates the organization and operations of specific units within the Branch and recommends changes leading to greater efficiency and improvement in the quality and economy of operations. Maintains liaison between units of the Branch, between the Branch and other units of the Division and the Preparation Services, and with public service divisions. Maintains liaison with other institutions as needed and with firms, consultants and conservators performing work for the Division. Attends meetings, conferences and seminars as appropriate and occasionally represents the Division in relevant areas of responsibility in committee work and outside library assignments. Performs related duties as assigned.

To insure being considered for this vacancy, a staff member must apply to the Staff Relations Office, Room 113, within the time limits of the advertisement. Form 88b, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Closing date: July 31, 1974
Clare E. Rodgers,
Assistant Staff Relations Officer

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BEST COPY Washington University

WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM

Job Title Archives Supervisor | Department University Archives

Classification LA VII | Prepared by Beryl H. Manne

Incumbent Beryl H. Manne | Date March 30, 1977

Reviewed _____ (Date)

Summary: The Archives Supervisor is responsible for the administration, acquisition, processing, classification and preservation of the material in the University Archives and Research Collection which comprises the following major categories: manuscripts, publications, photographs, original drawings, microfilms, cine films and audiotapes. Under established archival guidelines, it is the responsibility of the Archives Supervisor to make these materials available for research use while recognizing special rules for their preservation and safekeeping. The incumbent reports directly to the Assistant University Librarian.

Description of Duties:

I. Supervises the University Archives
   A. Collects, preserves, maintains and services the inactive records of administrative divisions and subdivisions of the University, as well as the personal and professional papers of distinguished directors, administrators and faculty; the papers of official and unofficial student leaders and organizations; and the papers of alumni organizations.
   B. Collects, preserves, maintains and services for historical purposes those records which constitute the official memory of Washington University and which are of historical value. These include, but are not limited to, a complete file of Washington University publications, pamphlets, scrapbooks, photographs, films, audiotape recordings, and any other material of an informational nature.
   C. Plans and supervises the audiotape recording of Assembly Series lectures and other major events occuring on the Washington University campus.
   D. Arranges for and supervises the microfilming of University records deemed to be of permanent historical value.

II. Supervises the Research Collection
   A. Collects, preserves, services and maintains the papers of important individuals and organizations which are significant to twentieth century political, business and social welfare St. Louis metropolitan area history, and which are within the scope of our collecting policies.
   B. Arranges for and supervises the microfilming of records which are deemed to be of permanent historical value.

III. Supervises and participates in the arrangement and description of manuscripts in the Collection, and prepares research guides and descriptive inventories. (Note: arrangement is the equivalent of library classification; description is the archival equivalent of library cataloging.)

IV. Responds to reference inquiries in person, by phone and by mail. Advises researchers on materials in the Collection which are relevant to their topic, and further instructs them on the correct use of the Collection.

(Continue with Part II, Qualifications)

Revised 10-27-76
Form #19

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WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM, Page 2

Job Title Archives Supervisor Department University Archives

Classification _____ Prepared by _____

Incumbent _____ Date 3/30/77

Reviewed _____ (Date)

Summary:

Description of Duties: cont...

V. Provides professional archival and records management advice to the University community and, as time permits, consultant services to outside Washington University community businesses and organizations.

VI. Publicizes the holdings and activities of the University Archives and Research Collection.
- A. Prepares displays illustrating the holdings.
- B. Prepares announcements concerning recent acquisitions and their significance as primary source material.
- C. Prepares entries for inclusion in appropriate journals and guides.
- D. Participates in radio and television programs which publicize the Library's collecting activities.
- E. Provides good public relations and maintains contact with present and prospective donors within the University and the local community.

VII. Supervises work of part-time graduate assistant(s) and assigns duties.

VIII. Performs all other administrative duties required of a specialized unit of the Washington University Libraries system.

Percent of work week in major duties:

Administration/Supervision: 30

Reference/Reader Services: 40

Arrangement/Description of Collection: 20

Collection Development: 10

(Continue with Part II, Qualifications)

Revised 10-27-76
Form #19

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WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM: PART II, QUALIFICATIONS

Job Title Archives Supervisor

Department University Archives

Classification LA [illegible]

Prepared by J. Strecker (B. Hanne)

Date 3/31/77

1. Bachelor's degree with social science major and archives training, or library/archives course work and extensive archives training and experience.
2. Ability to organize work and handle administrative details.
3. Ability to maintain a high quality of public relations, both within the institution directly served and with potential donors and area institutions.
4. Ability and initiative to work independently, with good judgment in matters to be referred to the next supervisory level for information and/or decision.
5. Supervisory ability (part-time assistants).
6. Knowledge of University organization and key staff members highly desirable.

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Case Western Reserve University

POSITION DESCRIPTION AND REQUIREMENTS QUESTIONNAIRE

Position Title: Curator of Special Collections Department University Libraries

Responsible to: James V. Jones Date 5/7/73

This page may be filled out by the individual concerned but MUST be approved by the immediate supervisor.

POSITION DESCRIPTION

Basic Objective:

(Brief Statement of Overall objective of position)

To oversee the special collections of the university libraries and promote their growth and development into significant research resources

Principal Responsibilities:

(Most Important and frequent responsibilities)

Development of special collections

Direct the operations of the Friends of the Libraries

Assist the Director of Libraries in short and long range planning and provide assistance to the Development Office in its efforts on behalf of the libraries.

Represent the Director of Libraries when appropriate

Administer special projects within the libraries

Administrative Direction:

Administer the Library Development Coordinator and his staff

Direct any personnel assigned to special collections

Above Description Approved by James V. Jones Date May 8, 1973

James V. Jones '74

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Questionnaire

Requirements:

1. Personal Development, Education, and Experience.

   a. Level of Education - Specify the highest level of formal education sought for this Position.

      Required Bachelor

      Preferred _____

   b. Indicate any field (s) of specialization required to perform the function of the position.

      Field (s) Preferred Liberal Arts

      Field (s) Acceptable _____

      Not Especially Significant _____

2. Work Experience - Indicate the kind of experience needed.

   a. Kind of Experience

      Preferred Intimate knowledge of rare books and the book trade is necessary. Experience may be formal or informal.

      Acceptable _____

   b. Length of Experience

      Mandatory (Minimum) a matter of judgment

      Preferred _____

   c. Experience versus Education

      To what extent may experience be substituted for education.

      Experience will overule education

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3. Do the requirements of the position demand.

_____(a) Working knowledge gained through experience on the job.
__X__(b) Highly specialized knowledge.
_____(c) Technical knowledge of a highly specialized field.

4. Are the actions and / or decisions required of the incumbent of the position based on:

_____(a) Practices and procedures with limited choice of method or approach.
_____(b) A range of practices and procedures requiring choice, however precedent is available.
__X__(c) Complex variety of operating practices and procedures requiring choice, and developing new approaches with little precedent.

5. In developing, managing, recommending changes and otherwise influencing administrative policies, practices and procedures to what extent does the individual exercise his responsibilities.

_____(a) Administer policies and procedures in own area of responsibility.
_____(b) Assist in formulating policies and procedures in own area.
_____(c) Formulate and recommend changes in own area.
__X__(d) Assist in formulation of policies at next higher level having an effect on other organizational levels.
_____(e) Formulate policies affecting other organizational units.

6. Indicate the degree to which the position is subject to supervision and freedom of action permitted.

Supervision	Freedom of Action
____(a) Frequent	____(a) Little Opportunity
____(b) Moderate	____(b) Moderate
____(c) Occasional	____(c) Relatively high within a prescribed framework
____(d) General Supervisory Review	____(d) High Degree
__X__(e) Limited	__X__(e) Independence within authorized policy

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Type	Occasional	Intermittent	Frequent	Regular
Subordinates	X			
Peers				X
Higher Levels			X	
External				X
Students	X			

Nature

Routine		X		
Furnishing and Receiving Information				X
Advising, Influencing				X
Negotiating			X	
Guiding and Directing			X	

8. What are the requirements of the position for planning and problem solving?

Planning	Short Range	Long Range
Activities of Incumbent or limited number of employees	X	
Unit of a Department or Center		X
Department or Center		X
Major Segment of University		X

Problem Solving

_____(a) Routine Analysis

_____(b) Responsible for new solutions to problems limited in scope to a Unit or Department.

_X_(c) Solutions require depth analysis and formation of courses of action involving a major segment of the University.

_____(d) Formulation of solutions have a major impact on the success of the University.

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Questionnaire Submitted by_____ Date_____

Washington University

Job Title: Photoduplication Service Lab Technician (LA 2)

Prepared by: Bernice T. Dain

Department: Audio/Visual

Date: Sept. 14, 1978

SUMMARY

Position functions under minimal supervision, receiving assignments in terms of general scope and broad requirements to be fulfilled. Within this framework, person will plan and complete work, consulting with supervisor on unexpected or complex problems. Complete work is subject to review. The person is responsible for maintenance and operation of equipment as well as for a wide range of technical services for students, faculty and others, and includes micro-photography, facsimile photocopying, technical assistance and instruction. Library duties are performed at the service desk on a daily basis.

DESCRIPTION OF DUTIES

A. MICROFILMING AND PHOTOCOPYING

1. Performs original microfilming, enlargement print work, splicing and other special micrographics and reproduction work as needed.

2. When necessary, assists in training of other staff members and student assistants in these tasks.

3. Keeps detailed records of work and activities involving the Photodup. Service Lab and other microform and photocopying technical aspects.

4. Arranges for outside handling of work which the Library is not equipped to handle (e.g., slide production; microfilm duplication, reduction and jacketing; 16mm and microfiche filming), in consultation with supervisor.

5. Provides microreproduction cost estimates as required.

6. Personally responsible for work requiring special care/handling, e.g., materials from Rare Books & Special Collections, University Archives, and Book Repair Unit.

B. GENERAL DEPARTMENTAL DUTIES:

1. Mans A/V service desk on regular, daily basis, approximately 12-1/2 hours per week. (Separate list of duties, common to all A/V staff members, is attached.)

2. Performs daily pre-opening procedures for A/V Dept., including checking out all listening, micro-reading, and photocopying equipment.

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C. EQUIPMENT SERVICES AND PREVENTIVE MAINTENANCE:

1. Arrange for timely set-up, training as required, and proper take-down and removal of equipment used in Library.

2. Supplies technical assistance for audiovisual and micrographics equipment and services, and training as needed.

3. Responsible for scheduling weekly maintenance and minor repairs for all audio-visual equipment in Olin Library. Advises departmental and school libraries on similar procedures.

4. Train student assistants and other staff members in proper set up and utilization of audio-visual equipment.

5. Inventories, orders, and keeps record of supplies and spare parts for audio, audiovisual, and micrographics equipment in the Department.

6. With supervisor's consent, contacts and consults with outside service and maintenance personnel concerning Library audio, audiovisual, micrographics, and photocopying equipment.

OTHER:

1. Assists other A/V staff members, fills in for those on vacation or unavailable, and performs other duties as assigned.

2. Maintains equipment vertical files.

WASHINGTON UNIVERSITY LIBRARIES

JOB DESCRIPTION FORM: PART II, QUALIFICATIONS

Job Title Photoduplication Technician

Department Audio-Visual

Classification LA 4

Prepared by Bunny Dain

Date 9/14/78

1. Two years of college level study; or post-secondary school training in relevant skills; or high school diploma and relevant experience.
2. Experience in dealing with the public desirable.
3. Good typing skills (45-50 wpm).
4. Accuracy; ability to handle and account for money.
5. Ability to conduct on-the-job training.
6. Familiarity with mechanical and reproduction equipment helpful; knowledge of industrial photography and micrographics desirable.
7. Ability to work independently, to accept guidance in establishing priorities.
8. Flexibility; able to assume duties of other staff in the unit as necessary.
9. Sufficient physical strength and stamina to handle heavy equipment.
10. Willing to work occasionally outside the regular day schedule.